

INSTRUCTIONS FOR STATE FIREARM LICENSE APPLICATION

Attached are the application forms for a State Firearm License. This license is required in addition to the Federal License, for any person, firm or corporation who sells weapons under 15 inches in length (handguns). There are three forms attached, however only two of them are necessary to make an application. **Only one bond is necessary.** Departmental rules have given you two options. Listed below is an explanation of each form.

WHITE – The white form is the application, which must be filled out completely. The annual required fee is \$25.00 plus \$3.00 for each employee. There is a \$10.00 penalty added for renewals submitted after August 1st. This \$10.00 penalty does not apply to new applicants. The affidavit must be filled out, signed and notarized.

YELLOW – The yellow form is a Surety bond. This form is to be filed with an insurance company or a bonding agency. The \$1,000 bond is to be made payable to the Department of Public Safety. This form must be signed and sealed by the bonding agent, and signed by the principal owner of the company. All signatures must be notarized.

GREEN – The green form is a security bond, better know as a property bond. This bond is filled out by the principal owner. You will list the property of the business as the principal property. It is secured by two other separate properties within the State of Georgia. These properties can be owned by you or other individuals. Do not list the mailing address of the property owner if that address does not identify the property. For example, a Post Office Box Number does not identify the property; However, a lot number or a route number and box number identifies property. This form must be signed by the Principal Owner and the Security (person/s). These signatures must also be notarized.

In addition to the forms enclosed you are also required to submit a copy of your **FEDERAL FIREARM LICENSE** along with your application, bond, and fees. Mail all paperwork to Special Investigations Division, P O Box 1456, Atlanta, GA 30371-1456. Please allow approximately two weeks for your application to be processed.

This is a one year license from July 1st to June 30th of each year.

Should you have any questions regarding this process, please contact this office at (404) 624-7491.

BELOW IS A CHECKLIST TO ASSURE THAT ALL REQUIRED DOCUMENTS ARE RETURNED:

1. Application completed, signed & notarized (White Form)
2. Either Surety Bond (Yellow), or Security Bond (Green) completed
3. A copy of your Federal Firearms License (FFL License)
4. The of \$25.00 fee for the license and \$3.00 for each additional employee that will be selling hand guns.

**APPLICATION FOR WHOLESALE/RETAIL LICENSE
FOR SALE OF SMALL FIREARMS**

(under 15 inches in length)

FOR DEPARTMENT OF PUBLIC SAFETY USE ONLY

License Issued: _____

Date Received: _____

Fee Enclosed: _____

Date Approved: _____

Receipt Number: _____

Approved by: _____

FFL Number: _____

Mail Forms to:

Phone Number:

Kind of License:

Type of Application:

Ga. Department of Public Safety
SPECIAL INVESTIGATIONS DIVISION
P. O. Box 1456
Atlanta, GA 30371-1456

(404) 624-7491

Wholesale
Retail
Employee

New
Renewal

PLEASE TYPE OR PRINT CLEARLY

NAME OF APPLICANT: _____
(Owner or Corporate President's Name) TITLE

BUSINESS NAME: _____
(List name to appear on license)

MAILING ADDRESS: _____
CITY STATE ZIP

LOCATION ADDRESS: _____
(Principal place of doing business) CITY COUNTY ZIP

TELEPHONE NUMBER: () _____
AREA CODE

FEES ENCLOSED

ANNUAL LICENSE FEE: \$25.00 \$ _____

LATE FEE: \$10.00 (renewals postmarked after August 1st) \$ _____

EMPLOYEE LICENSE FEE: \$3.00/employee (# of employees) \$ _____

TOTAL FEE ENCLOSED \$ _____

FEES ARE TO BE MADE PAYABLE TO THE DEPARTMENT OF PUBLIC SAFETY IN THE FORM OF A MONEY ORDER, CERTIFIED OR CASHIER'S CHECK. PERSONAL CHECKS WILL NOT BE ACCEPTED.

AFFIDAVIT OF WHOLESALER/RETAILER APPLYING FOR LICENSE

(Required by OCGA 43-16-3)

County of: _____

Personally, before the undersigned officer, authorized by law to administer oaths came;

NAME OF APPLICANT: _____
TITLE

ADDRESS: _____
CITY STATE ZIP

Who on oath deposes and says that applicant is a citizen of the United States of America, that he/she has reached the age of twenty-one years, and that he/she has not been convicted of a felony.

Sworn to and subscribed before me this _____ day of _____, 19____.

NOTARY SIGNATURE (SEAL REQUIRED)

COMMISSION EXPIRES: _____

APPLICANT'S SIGNATURE

**SECURITY BOND FOR WHOLESALERS/RETAILERS
FOR SALE OF SMALL FIREARMS**
(under 15 inches in length)

STATE OF GEORGIA

COUNTY OF: _____

KNOW ALL MEN BY THESE PRESENTS, that:

NAME OF PRINCIPAL: _____

PRINCIPAL'S ADDRESS: _____
CITY COUNTY STATE ZIP

SECURITY ADDRESSES BEING USED TO GUARANTEE THIS BOND

1. NAME: _____ 2. NAME: _____

ADDRESS: _____ ADDRESS: _____

PROPERTY LOCATION: _____ PROPERTY LOCATION: _____

(For property location include street address and city)

In addition to being residents as aforesaid, the securities are owners of real estate in fee simple said real property being located within the State of Georgia, are held and firmly bound unto the State of Georgia, for the use and benefit of said State, as OBLIGEE, in the sum of one thousand dollars (\$1,000.00) for the payment of which well and truly be made, we bind ourselves, and heirs, executors, administrators, and successors, as the case may be jointly, severally, and firmly by these presents.

Signed with our hands and sealed with our seals, this _____ day of _____, _____.

WHEREAS, the above named Principal has applied to the Georgia Department of Public Safety for a license to engage in business as a wholesaler or retailer of firearms under 15 inches in length as provided by OCGA 43-16-2, at:

BUSINESS NAME: _____

LOCATION ADDRESS: _____

for a period beginning: _____ and ending June 30, _____, inclusive.

NOW THEREFORE, should the said Principal above named promptly pay to the Obligor for the use of said State all sums, which may become due by said Principal to the State of Georgia, as taxes, license fees, or otherwise, by reason of, or incident to, the operation of said business, together with expenses incurred by the State in the collection of any amount due the State, the amount of expense to be determined by the Department of Public Safety but not to exceed two hundred dollars (\$200.00) and shall faithfully comply with all laws, governing the sale of small firearms as required by the Act aforesaid, further, this bond is conditioned upon the faithful performance of all provisions of said Act regulating and providing for the sales at wholesale and retail, of firearms under 15 inches in length, and shall be construed as a forfeiture bond.

This bond may be canceled by the Principal, the Securities, or the Obligor by giving thirty (30) days notice in writing to each of the parties hereto at their last known address, but no such cancellation shall effect the liability of either the Principal or Securities accruing before the expiration date of such notice or date of actual cancellation of said bond.

This bond shall be in force for the aforesaid period of said Principal's small firearms license and shall be renewed annually upon the renewal or issue of any small firearm license to said Principal for the operation of the aforesaid business at the aforesaid location unless prior to the end of the license period ending June 30th each year, the Principal or said Securities shall notify the Georgia Department of Public Safety in writing that their respective obligation hereunder is terminated at the end of the license period ending June 30th each year.

IN WITNESS THEREOF, the said Principal and Securities have executed this instrument under their hands and seals the day and year first above written.

Sworn to and subscribed before me this _____ day of _____, _____

NOTARY SIGNATURE (SEAL REQUIRED)

PRINCIPAL'S SIGNATURE

COMMISSION EXPIRES: _____

SIGNATURE (SECURITY #1)

SIGNATURE (SECURITY #2)

**SURETY BOND FOR WHOLESALERS/RETAILERS
FOR SALE OF SMALL FIREARMS**
(under 15 inches in length)

Bond Number: _____

STATE OF GEORGIA COUNTY OF _____

KNOW ALL MEN BY THESE PRESENTS, that:

NAME OF PRINCIPAL: _____

PRINCIPAL'S ADDRESS: _____
ZIP CITY STATE

SURETY: _____
(NAME OF BONDING AGENCY OR INSURANCE COMPANY)

SURETY ADDRESS: _____
(ADDRESS OF BONDING AGENCY OR INSURANCE COMPANY) CITY STATE

licensed to do business in the State of Georgia, are held and firmly bound unto the State of Georgia, for the use and benefit of said State, as OBLIGEE, in the sum of one thousand dollars (\$1,000.00) for the payment of which well and truly be made, we bind ourselves, and heirs, executors, administrators, and successors, as the case may be jointly, severally and firmly by these presents.

Signed with our hands and sealed with our seals, this _____ day of _____,

WHEREAS, the above named Principal has applied to the Georgia Department of Public Safety for a license to engage in business as a wholesaler or retailer of firearms under 15 inches in length as provided by OCGA 43-16-2, at:

BUSINESS NAME: _____

LOCATION ADDRESS: _____
CITY COUNTY ZIP

for a period beginning: _____, _____ and ending June 30, _____, inclusive.

NOW THEREFORE, should the above named Principal promptly pay to the Obligor for the use of said State all sums, which may become due by said Principal to the State of Georgia, as taxes, license fees, or otherwise, by reason of, or incident to, the operation of said business, together with expenses incurred by the State in the collection of any amount due the State, the amount of expense to be determined by the Department of Public Safety by not to exceed two hundred dollars (\$200.00) and shall faithfully comply with all laws governing the sale of firearms as required by the Act aforesaid, and further, this bond is conditioned upon the faithful performance of all provisions of said Act regulating and providing for the sales at wholesale and retail, firearms under 15 inches in length, and shall be construed as a forfeiture bond.

This bond may be canceled by the Principal, the Surety, or the Obligor by giving thirty (30) days notice in writing to each of the parties hereto at their last known address, but no such cancellation shall effect the liability of either the Principal or Surety accruing before the expiration date of such notice or date of actual cancellation of said bond.

This bond shall be in force for the aforesaid period of said Principal's small firearms license and shall be renewed annually upon the renewal of Principal's license to sell firearms under the provisions of said Act to said Principal for the operation of the aforesaid business at the aforesaid location unless prior to the end of the license period ending June 30th each year, said Principal or said Surety shall notify the Department of Public Safety in writing that their respective obligation hereunder is terminated at the end of the license period ending June 30th each year.

IN WITNESS THEREOF, the said Principal and Surety have executed this instrument under their hands and seals the day and year first above written.

Sworn to and subscribed before me this _____ day of _____,

NOTARY SIGNATURE (SEAL REQUIRED)

PRINCIPAL'S SIGNATURE

COMMISSION EXPIRES: _____

SURETY (COUNTER SIGNED BY LOCAL AGENT)

ADDRESS: _____
(SEAL REQUIRED)

APPROVED BY

DATE APPROVED